

OHEC

373.1264

059DE/H



ONTARIO

Department of Education

# The High School Entrance and Lower School Examinations

---

Regulations, Instructions to Presiding Officers  
and Candidates, and Extracts from  
the High Schools Act.

ISSUED BY AUTHORITY OF  
THE MINISTER OF EDUCATION



# REGULATIONS FOR ADMISSION TO THE DAY HIGH SCHOOLS

## General

1.—(1) A member of a High School Entrance Board or a presiding officer shall have the qualifications prescribed in section 49 (1) (a), (b) and (c) of *The High Schools Act*, subject to the provision that the holder of a Provincial Second Class Certificate with three years' experience as a teacher, who is eligible for appointment under the said section, shall also be the teacher of a Form or Grade of a Public or Separate School not lower than Form IV.

(2) The appointed members shall remain in office until their successors have been appointed.

(3) Except for special reasons approved by the Minister beforehand, no Day Entrance Board shall consist of fewer than three members.

2. In the following Regulations, except where otherwise stated, Principal shall include the teacher in a Public or Separate School with one teacher, and the Entrance Board shall mean the High School Entrance Board of Examiners, consisting of the members appointed under section 50 (1) (b) and (2) (a), and section 51 (1) (a) and (2) (a) of *The High Schools Act*, and excluding the additional members appointed under section 50 (3) and 51 (1) (a) of said Act.

3. Under *The High Schools Act*, and subject to the Regulations hereinafter contained, candidates may be granted, at the close of each school year, certificates of admission to the Lower School of the Day High Schools on passing the High School Entrance examination. The foregoing provisions apply also to Continuation Schools.

## ENTRANCE EXAMINATION

### Subjects

4.—(1) Candidates for admission to the High School shall have completed the courses in the subjects of the following groups in accordance with the Regulations for Form IV of the Public and Separate Schools:

GROUP I—Art and Constructive Work (minimum course); Hygiene and Physical Culture; and Nature Study and Agriculture (minimum course).

GROUP II—Oral Reading, Writing, Spelling, Geography, History, Grammar, Literature, Composition, Arithmetic.

(2)—(a) Candidates shall also have read carefully during the preceding school year at least four suitable works in English Literature, selected by the Principal for each pupil from a list prescribed by the Minister. See Circular 58.

(b) Candidates shall also have memorized the prescribed selections. See Circular 58.

(3)—(a) A certificate from the Principal that the provisions of (2) (a) above have been duly carried out shall be given on the same form (Exami. Form 14) as that required for the Principal's report specified in Section 8—(1) (a) below.



(b) Without this certificate the candidate shall not be granted a High School Entrance certificate.

(4)—(a) The question papers in each of the subjects of Group II shall be based upon the courses of study prescribed for Form IV, or for the Senior grade of Form IV where the course is divided into two grades.

(b) The question paper in Literature will be based partly on passages from the Fourth Reader and partly on sight passages in prose and poetry. On this paper the candidate's knowledge of the selections for memorization shall also be tested.

#### **Schemes of Admission**

5. Candidates may be admitted to the Lower School of a High School in accordance with one of the following schemes and the Regulations pertaining thereto:

(1)—(a) In the case of Group I on the certificate of the Principal of the Public, Separate, or Normal Model School that the courses in the subjects have been taken up in accordance with the Regulations, provided that such certificate is approved by the Inspector.

(b) In the case of Group II, on a written examination in all the subjects of the group, on question papers prepared by a Provincial Board appointed by the Minister; *or*, on the certificate of the Principal of the Public, Separate, or Normal Model School as provided in Regulation 11 below.

(c) In the case of a High School district in which a High School Board or Board of Education, as the case may be, has passed a resolution that there shall be no written examination on question papers prepared by the Provincial Board, and the High School Entrance Board has given its unanimous assent thereto, candidates shall be admitted only on the certificate of the Principal of a Public or Separate School. In such case the High School Entrance Board shall have the right to make such revision of the reports of the Principals as it may deem fit.

(2) The certificate of the Principal shall be given on the form prescribed in Section 8—(1) (a) below, and shall state that the candidates from his school whom he recommends for admission have completed to his satisfaction and in accordance with the Regulations the courses in the subjects of the group to which his recommendation refers, and shall be accepted by the Entrance Board only after due investigation as provided in Regulation 11—(2) below.

(3)—(a) As early as practicable in each school year, the Entrance Board shall decide which of the aforesaid schemes it will adopt, and shall promptly notify the Inspectors in charge of the Separate and the Normal Model Schools in its district of said scheme of admission.

(b) The Inspectors concerned shall also promptly notify the Principals concerned of such decision.

NOTE—As the main object of this scheme of admission is to relieve the schools of the pressure of an examination by outside examiners, this object will not be attained if notification is not made early in the school year.

(4) On the report of the High or Continuation School Inspector that the attainments of the pupils admitted on the certificate of the Principal of a school are not satisfactory, the Minister may order that the system of admission be amended, or that, until further notice by him, the pupils from such school shall be admitted thereafter under the examination scheme.

(5) The Principal of a High, Vocational or Continuation School may accept a Public School Graduation diploma in lieu of a High School Entrance certificate.

(6)—(a) Candidates who, for reasons satisfactory to the Entrance Board, are unable to submit the certificate for Group I shall be subject to such requirements as the Board may prescribe with regard to the subjects of this Group.

(b) Candidates from schools which have not been inspected by a Public or Separate School Inspector or the Inspector of Normal Model Schools shall take the written examinations in all the subjects of Group II, and shall be subject to such requirements as the Entrance Board may prescribe with regard to the subjects of Group I.

(7) In the case of a school from which as provided above, the Entrance Board admits candidates to the High School on the Principal's recommendation in the case of Group II, candidates not so admitted shall be entitled to take the written examination for admission in the subjects of the Group.

## ADMISSION ON EXAMINATION

### Centres and Dates

6. The written examination on the subjects of Group II shall be held annually at the centres provided for in *The High Schools Act*, in accordance with a time table to be issued by the Minister from time to time.

### Duties of Candidates and Inspectors

7.—(1) Either directly or through the Principal, each candidate shall notify the Public School Inspector concerned on or before April 15th of the examination centre at which he purposes writing. The Principal in his notification shall give, in addition to the names of the candidates, the centre at which each purposes writing.

(2) Except with the approval of the Public School Inspector or Inspectors concerned, each candidate shall write at the examination centre nearest the school at which he was prepared for the examination.

It shall be the duty of the Public School Inspector or Inspectors to furnish on request, each Entrance Board concerned, with full information regarding the candidates who write at centres outside their Inspectorates.

(3) The Public School Inspector shall notify the Deputy Minister on or before April 15th in each year on a form to be supplied by the Department, of the number and location of the Entrance centres in his inspectorate, the name and address of each Presiding Officer, and the probable number of candidates for examination at each of such centres. Immediately thereafter he shall send to each Presiding Officer one copy of this Circular.



- (4) Candidates shall pass in both Group I and Group II in the same year.

### **Principal's Report**

8.—(1)—(a) At least two weeks before the examination begins, a report on a prescribed form (Exam. Form 14) as to the standing of his candidates in the different subjects of the examination shall be sent by every Principal to the Public School Inspector for the consideration of the Entrance Board in connection with the examination results.

(b) Only the names of the candidates, who, in the judgment of the Principal, have satisfactorily completed the course for this examination may be included in the report.

(2)—(a) The Principal's report shall be tested by a comparison of the marks assigned to each of the candidates in his report with those obtained by the candidates at the examination.

(b) A report that does not meet the foregoing test satisfactorily shall not be taken into account in settling the results.

(3) On application to the Deputy Minister, blank forms (Exam. Form 14) for the use of Principals in making their reports on the standing of their candidates at the examination will be sent to the Inspector, who shall state the number required.

### **Valuation of Answer Papers**

9.—(1)—(a) At the examination in Group II the answer papers shall be valued and the results reported to the Minister by the Entrance Board.

(b) The marks for the subjects of Group II shall be apportioned as follows:

Oral Reading, Writing, Spelling, each 50; Literature, History, Grammar, Composition, Geography, and Arithmetic, each 100.

(2) (a) Two marks shall be deducted for each misspelled word in the answer papers in Spelling; but, if the error consists in the misuse or the omission of a capital, a hyphen, or an apostrophe, only one mark shall be deducted.

(b) In addition to the deductions for mistakes in the answer paper in Spelling, reasonable deductions shall be made for misspelling in all the other answer papers.

(c) Deductions shall also be made in the subjects for lack of neatness.

(d) The marks in Writing shall be apportioned as follows: A maximum of twenty-five marks to the questions on the paper in the subject and a maximum of twenty-five marks to the candidate's writing, as judged from his answer papers to one of the other subjects, said subject to be determined each year by the Entrance Board after the close of the examination in that group, and the subject so selected shall not be disclosed to the candidates.

(3) The deductions made under Regulation 9—(2) (a), (b) and (c) shall be recorded separately on the back of the candidate's answer papers.

### Pass and Honour Standing

10.—(1) (a) At the examinations in Group II, a candidate who obtains 40 per cent. of the marks in each subject and 60 per cent. of the aggregate marks shall be entitled to Pass standing in the Group.

(b) A candidate who obtains 40 per cent. of the marks in each subject and 75 per cent. of the aggregate of the marks for the examination shall be entitled to Honour standing. A High School Entrance Board may, if it deems it expedient, issue a certificate with Honours to a candidate who has received standing on the recommendation of his Principal.

(2) When a candidate is near the Pass mark, the members of the Entrance Board, and the Assistant Examiners, when needed, shall re-read as many of his answer papers as may be necessary before settling the question of his fitness to take up High School work.

(3) The Entrance Board may grant Pass standing to a candidate who has failed but who in the judgment of the Entrance Board is able to take up the work of the High School. Full particulars as to the reasons for such action shall be entered in the report to the Minister.

(4) In making allowances, the Entrance Board shall also take into account the Principal's report provided for in Regulation 8, and when special allowance is made in consideration of the report, this fact shall be noted in the "Remarks" column of the Entrance Board's report to the Minister.

(5) The Entrance Board may grant Pass standing for any consideration whatsoever to a candidate who has failed but who is sixteen years of age or over at the time of the examination; but across the face of the Entrance Certificate so granted there shall be written the following endorsement signed by the Chairman and the Secretary of the Entrance Board, viz.: "This Certificate has been granted under the provisions of Regulation 10 (5) of the High School Entrance Regulations." The names of such candidates shall not be included in the list of candidates regularly passed, but shall be reported as having passed under Regulation 10 (5).

(6) (a) The Chairman of the Entrance Board may also submit a case to the Board for reconsideration on the complaint of any candidate or of any other person, made at least two weeks before the reopening of the High, Vocational or Continuation School.

(b) The Entrance Board shall dispose of such cases not later than ten days before the reopening of the High, Vocational or Continuation School.

### ADMISSION ON CERTIFICATE

11.—(1) When, as provided in Regulation 5 above, an Entrance Board decides to consider the expediency of adopting the scheme of admitting candidates from a school on the Principal's certificate in Group II, it shall direct the Inspector concerned to make, as early in each school year as practicable, a report to said Board in the case of each school in his inspectorate preparing candidates for admission to the High Schools, as to whether the subjects prescribed therefor are being taken up to his satisfaction in all the forms of the school, having regard to the character of the teaching, the organization, and the management.



(2) In the event of the Entrance Board's deciding, on said report, to admit candidates on the certificate of the Principal of any of said schools in the subjects of Group II, the Secretary shall promptly thereafter notify the Principal of the Board's decision, and shall direct him to forward to the Secretary of the Entrance Board, on a date, not later than June 1st, to be fixed by it, for the consideration of said Board, a certified list of the candidates recommended, and any other records or particulars the Entrance Board may require. The Entrance Board shall settle which candidates on the Principal's list shall be admitted.

(3) (a) The Entrance Board's decision as to the acceptance or rejection of the candidates listed in the Principal's certificate shall be forwarded by the Secretary of the Board to the Principal, so that he may receive the notice one week before the written examination.

(b) The Principal shall then communicate promptly the Board's decision to the pupils concerned, but he shall give no information on the subject to the general public.

(4) If the Entrance Board desires any modification of the above scheme, it shall apply to the Minister for his approval, before putting it into operation.

### **ADMISSION BETWEEN EXAMINATIONS**

12. A candidate, who for reasons satisfactory to the Principal of the High, Continuation or of the Vocational School and the Public School Inspector, or the Chief or Senior Public School Inspector, as the case may be, did not present himself at the preceding Entrance examination, may be admitted to a High, Continuation or a Vocational School provided that, after due investigation and examination, he is, in their judgment, able to take up the work of the High or of the Vocational School and that before such admission the Minister approves of the recommendation therefor, duly signed by the Principal and the Inspector and setting forth the age, the school record, and the attainments of the candidate, and the reason why he did not present himself at the examination.

### **ORGANIZATION OF THE BOARD**

#### **Chairman**

13.—(1) In a High School district where a Superintendent of Schools has been appointed with the approval of the Minister, the Superintendent shall be the Chairman of the High School Entrance Board. In all other High School districts the Chairman of the High School Entrance Board shall be selected from year to year by the Entrance Board from the following: The Principal of the High School, or one of the Principals, where there are more High School Principals than one, the Principal of the Vocational School, or one of the Principals, where there are more Vocational School Principals than one.

(2) The Public School Inspector or the Senior Public School Inspector, as the case may be, shall be the Chairman of an Entrance Board on which there is no High or Vocational School Principal.

#### **Duties of Chairman**

14.—(1) The Chairman of an Entrance Board shall call and preside over the meetings of the Board.



(2) He shall see that the Board performs all the duties assigned to it by the Regulations.

(3) He shall sign all certificates and reports and shall see that they are forwarded by the Secretary in due time.

(4) He shall certify to and transmit the necessary statements for all payments due the members of the Entrance Board.

### Secretary

15.—(1) The Public School Inspector, or one of the Public School Inspectors to be selected by the Entrance Board when there are more Inspectors than one, shall be the Secretary of the Entrance Board. When the amount of work is too great for one Secretary, the Entrance Board shall appoint one or more Assistant Secretaries, who shall hold the qualifications of a member of an Entrance Board.

(2) (a) Where there is an Entrance examination, the Secretary or Secretaries shall enter and total in the minute book or other record the marks as reported by the Examiners, and, by indicating the passes, the doubtful cases and the failures in subjects and totals, shall prepare the case of each candidate for the consideration of the Entrance Board.

(b) Where candidates are admitted without passing the Entrance examination, the Secretary or Secretaries shall record the data which the Entrance Board accepted in making such admissions and the reasons for rejection when the Board does not accept the Principal's recommendation in the case of any candidate.

(c) The Secretary or the Secretaries shall also keep the other minutes of the Board, and shall forward the prescribed reports to the Minister and the certificates to the successful candidates.

(d) The Secretary shall announce the names of the successful candidates as soon as he has been authorized by the Board. At the same time he shall send to each unsuccessful candidate a statement of his marks and append thereto the Regulation respecting appeals. (Regulation 22—(1).)

(e) In an inspectorate in a territory without county organization where there is no High School, the Inspector shall perform the duties of both Secretary and Chairman.

### Examiners

16.—(1) The members of the Entrance Board shall arrange among themselves the division of the subjects of the examination for valuation.

(2) Where an Inspector is a member of two or more Entrance Boards, he shall consult with the Chairman of each regarding the dates of the Board meetings and the number of answer papers to be assigned to him for examination.

(3) Where it is necessary to appoint assistant Examiners, as provided by *The High Schools Act*, preference shall be given in the following order to Examiners qualified under said Act and competent in the judgment of the Board:—

(a) Teachers actually and regularly engaged in teaching in a Public or Separate School the classes not lower than those of Form IV.

(b) Teachers actually and regularly engaged in teaching the lowest classes of a High, Vocational or Continuation School.

### **Answer Papers**

17.—(1) As far as practicable, the answer papers of the different candidates shall be so distributed that the same Examiner shall read and value the answers in the same subject throughout, provided always that no Examiner shall read the answer papers of his own pupils, or of pupils prepared in the school in which he was engaged, or take part in deciding the results in the case of such pupils.

(2) (a) As far as practicable, when the reading of the answer papers begins, all the Examiners shall value together enough of the answer papers in each subject to enable them to maintain a uniform standard; and, when this regulation is not observed, the Board's report prescribed under Regulation 19 below shall so state, with the reasons for such non-observance.

(b) In order also to secure, as far as practicable, uniformity of standard, two or more Entrance Boards may jointly value the answer papers and settle the results.

(3) No one shall be permitted to examine, or to have access to, the answer papers except the members of the Entrance Board and the Assistant Examiners.

(4) When so directed by the Entrance Board, the Oral Reading of candidates in urban schools may be examined at such schools by a member or a committee of members of the Board as the Board may decide, during the school days immediately preceding those on which the Entrance examination is held, and in accordance with a time table approved by the Principal.

### **Allowances**

18.—(1) The allowances to be paid for reading answer papers, for secretarial work, for attendance at the meetings of the Board, and for travelling or living expenses shall be such as may be determined by the Minister from time to time.

(2) All payments under the High School Entrance Regulations, including payments for reading and determining appeals, shall be made on the itemized statement of the Chairman, as provided in the High Schools Act.

(3) A refund of any payment made to a Presiding Officer or Examiner may be required by the High School Board, the Board of Education, the County Council, or the Minister, in any case where it has been found subsequently to such payment that the Regulations have not been fully observed, and it shall be the duty of the Entrance Board to report to the School Board or the County Council for its action in any such case.

### **REPORTS TO THE DEPARTMENT**

19.—(1) (a) Where candidates are admitted either by written examination or on the certificate of the Principal, the Entrance Board shall transmit to the Deputy Minister, for the Minister's consideration, not later than fifteen days



after the close of the examination, the report in the case of each candidate, in accordance with the particulars specified in the official form, with a solemn declaration, signed by the members of the Board, that the provisions of the Regulations have been duly observed.

(b) The bag in which the question papers are shipped to the Presiding Officer shall be returned to the Department (charges prepaid) *at the same time* as the Reports are sent.

(c) A report shall be submitted to the Minister not later than October 1st, giving the names and ages of all candidates passed on appeal.

(2) In no circumstances shall any information whatever, concerning the results, be made public until the Secretary of the Board has been so authorized by the Board.

### RECORDS

20. The marks obtained by the candidates, whether they have been successful, or have failed, shall not be made public, but shall be recorded in a book kept for that purpose which shall be available at all times for examination by the High or Continuation School Inspector.

### DISPOSAL OF ANSWER PAPERS

21. Except when required by the Minister, the answer papers of candidates at the examination shall not be forwarded to the Department, but shall be kept by the Secretary until all appeals are disposed of and then transferred to the Chairman by whom they shall be retained until May 31st of the following year.

### APPEALS

22.—(1) Candidates who have been rejected by the Entrance Board may have their answer papers re-read on lodging an appeal with the Board at least two weeks before the reopening of the school in September, and on paying a fee of \$2.00, which will be returned if the appeal is sustained. If the appeal is not sustained, the Secretary shall pay the appeal fee to the Treasurer of the County or of the High School Board as the case may be.

(2) The Board may, at its pleasure, appoint a Committee of two or more of its members to read and determine all appeals and communicate the results to the candidates concerned. In the selection of the members of such a Committee preference shall be given to the Chairman and the Secretary of the Board.



## INSTRUCTIONS TO PRESIDING OFFICERS AND CANDIDATES

### General Instructions

23.—(1) The High School Entrance examination shall be conducted under the provisions of Sections 47-51 of *The High Schools Act* and of *The High School Entrance Regulations*, subject to the instructions herein contained.

(2) The examination will begin at a time to be announced by the Minister from year to year.

### Instructions to Candidates

NOTE.—*The Principal shall explain these Instructions to the candidates before the 15th day of April and again before the beginning of the examination. He shall also post up in a conspicuous place in the school copies of these Instructions and of the time table.*

(3) Candidates who purpose writing at the High School Entrance examination shall notify the Public School Inspector, either directly or through the Principal of the school, before the 15th day of April. The Principal in his notification shall give, in addition to the names of the candidates, the centre at which each purposes writing.

(4) No candidate shall be granted a High School Entrance certificate who does not present the certificate from his Principal respecting Supplementary reading provided for in Regulation 4 (3).

(5) Every candidate shall be in attendance at least fifteen minutes before the time at which the examination in the first subject is to begin, and shall occupy the seat allotted by the Presiding Officer. Any candidate desiring to move from his allotted place or to leave the room shall first obtain permission from the Presiding Officer to do so. Any candidate leaving shall not return during the examination in the subject then in hand.

(6) Every candidate shall write his answers on only one side of the paper. He shall number his answers according to the questions, and shall number the sheets and arrange them numerically, folding them once crosswise, and endorsing each of them with his name, the name of the subject, and the name of the centre at which he is examined. An answer paper shall not be returned to a candidate after being placed in the hands of the Presiding Officer.

(7) (a) A candidate shall not bring into the examination room any book, note or paper having any reference to the subject on which he is writing.

(b) A candidate who is found copying from another or allowing another to copy from him shall be required by the Presiding Officer to leave the room, and the papers of all the guilty parties shall be cancelled.

(8) In the case of the absence of a candidate from all or any part of the examination through illness or other unavoidable cause, full particulars accompanied by a medical certificate shall be submitted to the Entrance Board immediately after the close of the examination.

### Instructions to Presiding Officers

24.—(1) (a) On the receipt of the bag containing the question papers for the examination the Presiding Officer shall see that *the seal is intact*. The bag can be opened by cutting the cord, and, when opened, the subjects and number of the envelopes containing the question papers, shall be verified with the time table. Should any question envelopes be missing, he shall *telegraph the Department at once*.

(b) The envelope containing the question papers in any subject shall not be opened until the time prescribed in the time table for the examination in such subject.

(2) Each Presiding Officer shall be in attendance in the room appointed for the examination at least fifteen minutes before the time fixed for the first subject and in ample time for each of the other subjects. Before the question papers are distributed he shall see that the candidates are supplied with the necessary stationery and seated so far apart as to afford reasonable security against copying. In no circumstances shall two candidates be allowed to sit at the same desk, and the number of candidates under each Presiding Officer *shall not exceed forty*. *A Presiding Officer shall not preside over his own pupils*.

(3) (a) Before candidates begin writing on the first paper, the Presiding Officer, at 8.45-9.00 A.M., shall read and carefully explain to them "Instructions to Candidates", sections 3-8. See page 12.

(b) He shall open the envelope containing the question papers in each subject in the presence of one or more witnesses, at the time prescribed, and one copy shall be placed on each candidate's desk.

(4) He shall exercise proper vigilance over the candidates to prevent copying, and shall allow no candidate to communicate with another, *nor permit any person except another Presiding Officer to enter the room during the examination*. He shall not give his attention to any matters such as the reading of books or the examining of papers, other than that which pertains to his duties as Presiding Officer. No conversation or other noise which might disturb the candidates shall be allowed in, or in the vicinity of, the examination room.

(5) He shall see that the candidates cease writing promptly at the appointed time, fold and endorse their answer papers properly, and in every respect comply with the instructions herein contained.

(6) He shall transmit the answer papers of the candidates to the Examiners according to the instructions of the Entrance Board.

(7) Immediately at the close of the examination each Presiding Officer shall forward to the Public School Inspector a statement to the effect that both before the examination in each subject and immediately after removing the question paper at the hour specified in the time table, he carefully examined each envelope and found no evidence that any envelope had been tampered with in any way. With his statement he shall forward all the question envelopes to the Inspector, who shall retain them until October 1st.



## PRESIDING OFFICERS AND EXPENSES OF HIGH SCHOOL ENTRANCE AND LOWER SCHOOL EXAMINATIONS

25.—(1) At each centre there shall be a Chief Presiding Officer and such Assistant Presiding Officers as may be required. The Chief Presiding Officer shall have the general oversight of the examination and the custody of the question and the answer papers, and both he and the Assistant Presiding Officers shall be responsible directly to the Minister for the proper performance of their duties.

(2) The number of candidates under each Presiding Officer shall not exceed forty.

(3) No Presiding Officer shall preside over his own pupils.

(4) In a centre in a High, Vocational or Continuation School situated in a district or a provisional county—

(a) The Principal, or Acting Principal, or the Senior Assistant of the High, Vocational or Continuation School shall be the Chief Presiding Officer in his own school and the Public School Inspector may be the Chief Presiding Officer at any other centre he may select.

(b) Subject to the approval of the Minister the Assistant Presiding Officers shall be nominated and placed by the High School Entrance Board.

(c) The cost of stationery, pens and ink, express and other incidental expenses incurred by the Chief Presiding Officer shall be paid by the Treasurer of the School Board of the school in which the examination is held.

(d) The Department of Education shall pay the cost of Board meetings, the secretarial costs, if any, and the allowances for examining the answer papers of candidates.

(5) In a centre in a district or a provisional county but not in a High, Vocational or Continuation School—

(a) Subject to the approval of the Minister the Chief and Assistant Presiding Officers shall be nominated and placed by the High School Entrance Board.

(b) The cost of stationery, pens, ink, express and other incidental expenses incurred by the Chief Presiding Officer shall be paid by the Treasurer of the School Board of the school in which the examination is held.

(c) The Department of Education shall pay the cost of Board meetings, the secretarial costs, if any, the allowances for examining the answer papers of candidates and the travelling and living expenses of Presiding Officers.

(6) In a centre in a High, Vocational or Continuation School not situated in a district or a provisional county—

(a) The Principal, the Acting Principal or the Senior Assistant of the High, Vocational or Continuation School shall be the Chief Presiding Officer in his own school.



(b) Subject to the approval of the Minister the Assistant Presiding Officers shall be nominated and placed by the High School Entrance Board.

(c) The cost of stationery, pens and ink, express and other incidental expenses incurred by the Chief Presiding Officer, the cost of Board meetings, the secretarial costs, if any, and the allowances for examining the answer papers of Entrance candidates shall be paid by the School Board of the school in which the examination is held.

(d) The Department of Education shall pay the allowances for examining the answer papers of Lower School candidates.

(7) In a centre established by a county council—

(a) Subject to the approval of the Minister the High School Entrance Board to which the centre is attached shall nominate and place the Chief Presiding Officers and Assistant Presiding Officers.

(b) The cost of stationery, pens and ink, express and other incidental expenses incurred by the Chief Presiding Officer shall be paid by the School Board of the school in which the examination is held. Travelling and living expenses of Presiding Officers, the cost of Board meetings, the secretarial costs, if any, and the allowances for examining the answer papers of Entrance candidates shall be paid by the Treasurer of the county council.

(c) The Department of Education shall pay the allowances for examining the answer papers of Lower School candidates.

(8) There shall be no payment, other than for travelling expenses, allowed for a Board meeting held prior to the 30th of June. The Public School Inspectors, who are secretaries of the Boards, shall not be entitled to remuneration for secretarial work. Where, owing to a large number of candidates, the secretarial work is excessive the Entrance Board may authorize the secretary to secure the services of a stenographer who shall be paid at a rate not to exceed \$3.00 per diem of six hours.

(9) A Presiding Officer, whose place of residence is not at the centre where he presides, shall be allowed the usual cost of conveyance for one return trip between his place of residence and the school at which he presides and his actual necessary living expenses.

(10) A member of the Entrance Board whose place of residence is not at the centre where the meetings of the Board are held shall be allowed for each meeting of the Board the usual cost of conveyance for one return trip between the centre and his place of residence. Members, other than the Chairman and the Secretary, shall be entitled to remuneration at the rate of \$7.20 per diem of six hours.

(11) Where there is an examination in each of the subjects of Group I of the High School Entrance examination the examiners who read the answer papers shall be paid at the rate of 60c per candidate but, where candidates, in lieu of the requirements of Group I, take the special papers provided under Circular 46, the examiners shall be paid at the rate of \$1.00 per candidate. For reading the answer papers of Group II of the High School Entrance examination the examiners shall be paid at the rate of \$1.25 per candidate. For reading the answer papers of the Lower School examination the examiners shall be paid at the rate of 25c per candidate.

*paper.*

## REGULATIONS OF THE LOWER SCHOOL EXAMINATION

The Lower School examination will be conducted through the High School Entrance Boards of the Province under the following Regulations:

1. The examination question papers shall be prepared by the Department of Education.

2. Lower School examinations shall be held at each High School and Collegiate Institute, and at such other High School Entrance centres as the County Council or the School Board concerned may direct.

3. Subject to the approval of the Minister, Presiding Officers shall be appointed and placed by the High School Entrance Board.

4. On the request of the Public School Inspector in whose Inspectorate the candidates will write, the Principal of each school having Lower School candidates shall furnish a confidential report showing the probable number of candidates from his school for each subject and the centre or centres at which they intend to write.

5. On the Thursday immediately preceding the Departmental examinations, *but not before that date*, the Principal of each school having the right to recommend candidates for Lower School certificates shall notify each candidate of the paper or papers in which he is entitled to a certificate without writing on the Departmental examinations. No teacher shall give to any Lower School candidate any information regarding final school tests upon which recommendations may in part be based, nor shall the teacher divulge to any one the names of candidates recommended for certificates.

6. Presiding Officers shall collect the candidates' answer papers and hand them over to the Public School Inspector. The High School Entrance Board shall then distribute the papers among the examiners for valuation.

7. For the purpose of valuing Lower School answer papers the High School Entrance Board may appoint assistant examiners if required.

8. All Lower School examiners and assistant examiners shall be Public or Separate School Inspectors, or shall be the holders of Permanent High School certificates or of Permanent First Class certificates who have had at least two years' experience in High or Continuation School or Fifth Class work. No teacher shall be appointed to value the answer papers in a subject which he is not actually engaged in teaching, except that the Chairman of the High School Entrance Board may value the answer papers in any subject in which he has had teaching experience.

9. In addition to the requirements set forth in 8 above, examiners appointed to value the answer papers in Art shall hold at least Elementary Art certificates, and those appointed to value the papers in Science shall hold at least Upper School certificates in Biology, and those appointed to value the papers in Agriculture shall hold at least Intermediate certificates in Agriculture.

10. As far as practicable the answer papers of the different candidates shall be distributed so that the same examiner will value the answer papers in the same subject throughout, provided always that no examiner will value the answer papers



of his own pupils or of pupils prepared in the school in which he was engaged during the year.

11. No fee shall be imposed by the County Council or a School Board as the case may be upon any candidate for the Lower School examination.

12. The High School Entrance Board shall transmit to the Department for the consideration of the Minister, not later than 21 days after the close of the examination, a report in the case of each candidate, in accordance with the particulars specified in an official form, with a declaration signed by the members of the Board that the provisions of the Regulations have been duly observed.

13. In no circumstances shall any information whatever concerning the results of the examination be made public until the Secretary of the Board has been so authorized by the Minister.

14. On the last day of school the Principal of a Collegiate Institute, a High, Vocational or Continuation School or Fifth Class or private school which has the right to recommend candidates for standing under the provisions relating to the Lower School examinations as laid down in subsections (1), (2) and (3) of section 10, page 82 of the High School Courses of Study, shall transmit to the Public School Inspector, who is the Secretary of the High School Entrance Board, a statement showing the candidates to be granted certificates upon the recommendation of their teachers.

15. To every candidate the Department of Education will issue a certificate showing the standing obtained by him in each paper written, and the standing obtained by him in each paper in which he has been recommended for standing in accordance with the special provisions relating to the Lower School examination. (See Special Provisions, page 82 of the High School Courses of Study.)

16. Candidates who fail may have their answer papers re-read by lodging an appeal with the Department of Education on or before the first day of October of the year in which the examination was written and by paying for each paper appealed a fee of \$2.00, which will be returned if the appeal is sustained.

17. The Regulations governing the High School Entrance examination will apply in any particular not covered by these Regulations.

### **EXTRACTS FROM THE HIGH SCHOOLS ACT**

47. Subject to the Regulations:—

(a) Candidates who pass the uniform entrance examination for high schools held by boards of examiners provided for in this Act shall be granted admission to the high schools.

(b) Candidates who have completed the course prescribed for the fourth form of the public school or who have in the opinion of a board of examiners completed a course which gives them an equivalent standing, may in the discretion of such board of examiners be by it admitted to the high schools without passing such entrance examination.

(c) A candidate shall be entitled to enter a high school while it is conducted at night if in the opinion of the principal of the high school and of the public school inspector or the chief public school inspector of the high school district, after due examination or other investigation, he is competent to take up the subjects as prescribed by the Regulations; but such admission shall not entitle him to admission to the high school when conducted by day. R.S.O. 1927, c. 326, s. 47.



49.—(1) Subject to the Regulations any person actually engaged in teaching in the high school district, if a qualified examiner can be obtained therein, who holds—

(a) a permanent High School certificate, or

(b) a permanent First Class certificate, or

(c) a Provincial Second Class certificate, and has had three years' experience as a teacher

may be appointed a presiding officer or a member of a board of examiners.

(2) The Minister may suspend any member of the board from membership therein for such period as he may deem expedient in case of the failure of such member to properly observe the Regulations with regard to High School Entrance examinations or of being guilty of other misconduct in office.

(3) The Minister may appoint some other qualified person to act in the place of the member so suspended. R.S.O. 1927, c. 326, s. 49.

#### *In the Counties*

50.—(1) (a) In a county in which one or more high schools have been established one or more examination centres shall be established by the high school board from time to time in each district and in other parts of the county by the county council. The county clerk or the secretary of the board, as the case may be, shall give due notice to the public school inspector of the establishment of such centres, and the inspector shall attach each centre established by the county council to the centre or centres of one of the high school districts, within the county which established the centre. R.S.O. 1927, c. 326, s. 50 (1), (a).

(b) A high school district shall be under one board of examiners. The public school inspector or inspectors where there are two or more of an inspectorate in which a high school centre or attached county centre is situate and the high school principal or principals and the technical, commercial or vocational school principal or principals in the high school district shall be members of the board of examiners. The Minister may appoint a separate school inspector to be a member of the board of examiners for any high school within his inspectorate. The public school board and the board of separate school trustees, if any, of the city, town or village in which the high school is situate may each, on or before the first day of June in any year, appoint an additional member to the board. The council may also on or before the first day of June in any year appoint the principal of one continuation school, having a staff of at least two teachers, to be a member of the board of examiners of the high school district to the centre or centres of which his county centre is attached. R.S.O. 1927, c. 326, s. 50 (1), (b); 1928; c. 53, s. 6 (1).

(2) (a) In a county, city or separated town, in which no high school has been established, the council of the county, city or town, at its meeting in June each year, shall appoint a board of examiners, consisting of the public school inspectors, with as many more members as may appear to be necessary, and preference shall be given to the principals of the continuation schools of the county. R.S.O. 1927, c. 326, s. 50 (2) (a).

(b) The county council shall also establish such county centres as it may deem necessary, and the county clerk shall notify the public school inspectors of the establishment of such centres. R.S.O. 1927, c. 326, s. 50 (2) (b).

(3) Subject to the Regulations, every board of examiners shall in each year appoint such additional members as may be required.

(4) Subject to the Regulations, the expenses of the examination shall be paid, on the requisition of the chairman of the board of examiners, in the case of county centres by the treasurer of the county, and in the case of the high school district centres by the treasurer of the high school board.

(5) This clause having to do with the imposition of a fee is being repealed at the present session of the Legislature.

*In the Territorial Districts*

51.—(1) (a) Where there are one or more high schools in a public school inspectorate in territory without county organization there shall be a board of examiners for each school. The inspector for the inspectorate in which the high school is situate and the high school principal or principals in the high school district shall be members of the board. The Minister may appoint a separate school inspector to be a member of the board of examiners for any high school within his inspectorate. The public school board and the board of separate school trustees, if any, of the city, town or village in which the high school is situate may each, on or before the first day of June of any year, appoint an additional member. Subject to the Regulations, the Board of examiners in each year shall appoint such additional members as may be required, and preference shall be given to the principals of continuation schools in the inspectorate. R.S.O. 1927, c. 326, s. 51 (1) (a); 1928, c. 53, s. 6 (2).

(b) One or more centres shall be established by the high school board in each high school district and, with the approval of the Minister, other centres may be selected and attached by the public school inspector to one of the high school district centres in his inspectorate.

(2) (a) In an inspectorate in which no high school has been established there shall be a board of examiners consisting of the public school inspector and as many more members as may appear to him to be necessary appointed by the inspector, with the approval of the Minister, and preference shall be given to the principals of continuation schools in the inspectorate.

(b) In such inspectorates the centres shall be selected by the inspector with the approval of the Minister.

(3) Subject to the Regulations, the expenses of the examinations shall be paid by the Minister out of any money appropriated by legislation and applicable to that purpose. R.S.O. 1927, c. 326, s. 51 (3).



